
EXECUTIVE COMMITTEE MEETING
Department of Workforce Services
1385 South State Street, Salt Lake City, Utah
Monthly Meeting Minutes
Friday, December 9, 2005
10:00 a.m.

Presiding: Greg Diven, Chair

Present: Jennifer Carroll, Dale Carpenter (for Councilman Jim Bradley),
Senator Brent Goodfellow, Paul Jackson, Parley Jacobs
(for Dr. Stephen Ronnenkamp), Commissioner Colleen Johnson,
Jill Merritt, Jon Pierpont, Kevin Schofield, Karen Silver, Kerry Steadman

Excused: Charles Daud, Edith Fauver, Linda Fife, Norman Fitzgerald,
Steven Rosenberg, Ali Wilkinson

Guests: Darin Jones-President Elect SHRM/Westminster College, Robert Rolfs-
Utah Dept of Health

Staff: Diane Lovell, Laurel Morris, Mary Peterson

Welcome & Announcements

Chairman Greg Diven called the meeting to order at 10:15 a.m. He welcomed special guests Dr. Robert Rolfs, Utah Department of Health and Darin Jones, President Elect SHRM. Dale Carpenter representing Councilman Jim Bradley was also welcomed.

Dr. Rolfs was asked to provide the Executive Committee with educational information regarding the possible bird flu pandemic. Chairman Diven noted that the Council wanted to see if there is anything it could do to help sponsor the sharing of resources and information about this topic with local Human Resource Managers, particularly information about how the bird flu could impact business.

Possible Bird Flu Pandemic – Employer Resources

Dr. Robert Rolfs provided the Executive Committee with a plan for the State of Utah in the event of the bird flu breakout. He noted that the Department of Health wants to help the community prepare should this happen. Currently it is a “bird” problem but there is a concern of this becoming a “people” problem. Dr. Rolfs indicated that deliberate steps need to be made in order to be prepared while at the same time avoid creating a panic.

Dr. Rolfs provided handouts of his presentation on the bird flu. He identified that a pandemic is an outbreak that happens throughout the world and influenza is one of the small number of germs that can cause pandemics. Avian influenza is an influenza germ that is affecting birds and there is a particular strain that is circulating in South East Asia, Western Asia and Europe that is causing real concern. This strain does not currently

spread effectively from person to person. It is still primarily affecting birds and the concern is that it could change and spread among people which could cause a pandemic.

Dr. Rolfs provided statistics from the pandemic of 1918 and noted that somewhere between 20 to 100 million people were killed worldwide and approximately 500,000 deaths occurred in the United States. A pandemic not only affects those who get influenza but also impacts other businesses, suppliers and/or customers.

One of the community health goals is to ensure that the community keeps functioning and Dr. Rolfs noted that the Department of Health would like help the community and employers be prepared and mitigate problems should an outbreak occur.

Dr. Rolfs also provided a checklist from Health & Human Services for businesses to use as a tool when planning for influenza pandemics and other possible natural disasters.

Darin Jones, President-Elect for SHRM/Westminster College will send a copy of the checklist to the SHRM membership to assist with employer education.

Chairman Diven suggested that Dr. Rolfs present information at one of the upcoming SHRM meetings. Mr. Jones noted that there are 550-600 SHRM members statewide and approximately 130 attend monthly luncheon meetings where this information could be shared. In addition, an email can be sent to all members and an article can be included in the SHRM Newsletter.

Greg Diven indicated that Business Services under the direction of Laurel Morris is a resource that can be used to help contact businesses in the area.

Jon Pierpont offered to assist Dr. Rolfs with contact information for the other regions and to follow up with Mr. Jones if needed. Chairman Diven will also follow-up with Dr. Rolfs regarding the options discussed.

Welcome & Announcements (continued)

Greg Diven reviewed highlights of the Legislative Forum that was held on November 17, 2005, noting that the following legislators attended: Senator Brent Goodfellow, Senator Carlene Walker, Senator Fred Fife, Representative David Litvack and Representative Ann Hardy.

Tani Downing, DWS Executive Director, presented the department's legislative priorities, spotlighting the increased demand for supportive services and the recently implemented administrative efficiencies. Healthy discussion took place and a number of questions were raised during Ms. Downing's presentation.

Dale Carpenter outlined a number of Salt Lake County's economic development projects. Other presenters were Jon Pierpont, Commissioner Colleen Johnson and Senator Goodfellow. Copies of the DWS Annual Report for 2005 were distributed and follow-

up letters of thanks were sent to the legislative attendees. Mr. Diven extended thanks to all those who attended and participated in this event.

Kerry Steadman noted the Governor's budget is being released today and wanted to know how many of the requested financial priorities were included in the budget. Jon Pierpont reported that the Governor's Budget hadn't been distributed internally to staff but he will report back to Mr. Steadman and the Executive Committee after the Budget is available.

The Annual Retreat for Central Region Council has been scheduled for April 27, 2006 and will feature Quinn McKay as the keynote speaker. The One Utah Center at 2nd South and Main was suggested as the place to hold the Retreat. Mr. Diven indicated that Retreat planning will continue under the direction of the Executive Committee.

Chairman Diven announced a change to the Annual Meeting Calendar. Due to the State Council meeting on January 12, 2006, the Executive Committee will meet on January 5.

Mr. Diven reported that the Council will act on the membership application from Ben Graham of Staker & Parsons at the January 26th meeting. This leaves one large business vacancy. Mr. Diven noted that Susan Smith, Vice President of Manpower is interested in serving on the Council. Manpower is a national partner with the Department of Labor, is working with DWS on Worksite Learning strategies and, at our request, Manpower was a Presenter at the Council of Council's Conference in October.

Paul Jackson asked if there are other industries that should be represented on the Council. Some suggestions included:

- Mining
- Real Estate
- Furniture Manufacturer's

Dale Carpenter mentioned that there are 27 construction firms trying to hire and they are falling short. Four colleges are offering courses as there is a demand but there appears to be a disconnect regarding interest. The discussion concluded with a consensus that Mr. Diven should contact Susan Smith of Manpower Inc. regarding the large business vacancy.

Regional Director's Report

Jon Pierpont, Regional Director shared the Spanish version of the DWS "Need Help" information cards. Karen Silver accepted a supply and expressed her appreciation for making the cards available. Anyone needing additional cards should contact Diane Lovell or Jon Pierpont.

Mr. Pierpont noted that on December 2nd Governor Huntsman recognized employees who participated in helping with the Katrina effort. Pictures were taken with each individual and the Governor thanked staff for their hard work on this worthy cause.

Jon Pierpont next reported on departmental efforts to address Child Care timeliness and related issues.

1. A specialized Child Care Team has been formed to help facilitate the Child Care Program and respond to provider concerns. This team will be the liaisons between the providers, the customers and DWS. A Program Specialist is on loan from the state office to help provide supervision and training to regional staff and to help respond to and address child care issues and problems.
2. A Central Region Child Care Hotline has been established and will be staffed by the special Child Care Team.
3. Staff Training is underway to help re-educate eligibility workers and other staff regarding the child care process and pathways
4. Information packets for providers and customers are being developed and will include program descriptions, applications, FAQ's, etc.

Training Provider Applications and New Application Review Process

Jennifer Carroll summarized two applications from training providers requesting approval of new programs. They include Certified Careers Institute (CCI) and Tech Skills. Brief discussion regarding each application followed.

Karen Silver expressed her concern that the programs for both schools are new and consequently we don't have any data on their potential for success. Senator Goodfellow commented on the comparison between CCI's dental assisting program cost versus the wages offered. He indicated that this does not seem like a reasonable return on investment. After discussion, the following action was taken.

Karen Silver moved the applications from Certified Careers Institute and Tech Skills be rejected and not approved. Jill Merritt seconded the motion. All voted "Aye". The motion passed.

Chairman Diven asked that a note of explanation as to why the applications were not approved be sent to the providers.

Kerry Steadman asked if there is a matrix of what providers we do have and how can we get a better grasp on this process to make it more thorough.

Diane Lovell responded that the State Office is implementing a new process to include performance standards for providers. The new process will also include:

1. A centralized statewide initial application process under the coordination of Tara Connolly; and,
2. The completion of a DOL mandated performance review 18 months after approval.

These new procedures are being implemented as a direct result of the Central Region Council's provider concerns and recommendations.

Committee Reports

Basic Needs – Karen Silver

Karen Silver noted that Salt Lake CAP was told that 15,000 refugees are expected to come to the United States in the next few years and 1,000 every year to Utah. Ms. Silver expressed concern as to why Utah will get 1,000 while other states get less. Jon Pierpont indicated that he would share Ms. Silver's concern with Tani Downing, DWS Executive Director.

In addition, Ms. Silver noted concerns with the refugees being dropped off with no method of transportation, no education of housing issues (such as how to use a furnace), etc. She asked if there was any training in refugee camps to assist these refugees with these issues.

Mr. Pierpont noted that he planned to meet with Michael Styles, Director of Black Affairs and Laura Durante, representing the Somali/Bantus and if he is able to obtain additional information he will report back to the Council.

Karen Silver also noted that CAP is working to help immigrant and refugee populations adjust in terms of understanding the home heating process and how to conserve heat by simply closing doors and windows.

Worksite Learning

Laurel Morris, Business Service Manager, provided three packets for each committee member to use as they approach employers with requests to sponsor trainees. Packets may be given to employers and include information about the On the Job Training (OJT) and unpaid internship programs.

Executive Roundtable – Automotive Update

Chairman Diven shared the amazing results from the Automotive Roundtables that have been held. On December 1, 2005, approximately 35 educators met to review and develop new curriculum for automotive and diesel services. A conference call was held on December 8, 2005 and another conference call is scheduled on February 2nd. DWS will help to coordinate a major promotional event in partnership with Larry H. Miller's Motor Fest to be held sometime in May 2006.

Mr. Diven expressed his thanks to Dan Curtis from the Larry H. Miller and the Program Advisory Chair at the SLCC, for their leadership and cooperation in this effort.

Mr. Diven closed by noting the need to start planning for the Construction Industry Roundtable series.

Agenda Items for January 5, 2006 Executive Committee Meeting

The following items will be on the agenda for the Executive Committee Meeting on January 5, 2006:

- Worksite Learning Challenge and Packet Distribution

- Strategic Planning Updates
- Legislative Update
- Refugee services and issues

Old Business

There was no old business to report.

New Business

Karen Silver asked Jon Pierpont if DWS could serve as a worksite for Unpaid internships and if Elementary Schools could be worksites for DWS trainees. Jon Pierpont indicated “not yet” and that the department is still working to resolve the issues associated with customer confidentiality.

Public Comment

No public comment.

Chairman Diven adjourned the meeting at 11:40 a.m.